



South Carolina
Virtual School Program

in
Adult Education Programs

Quick Reference Guide

2010-2011

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How to Enroll an Adult Education Student in the SCVSP

1. Give the student an idea of how virtual courses work. Make sure the student understands the demands and expectations of an online course. Give the student the SCVSP FAQs (Available at <http://scvspconnect.ed.sc.gov>) and go over the expectations of your contract.
2. The student must create a VSA (Virtual School Administrator) account, take the SCVSP Technology Assessment, and request the course in his/her VSA account. The SCVSP asks that all students take the Technology Assessment, as a means of determining whether the student is a good candidate for online learning.
3. When creating an account to take the SCVSP Technology Assessment, the student must answer "Yes" to the question "Are you a virtual school student?" Otherwise, the assessment will not be available to the student. In addition, the student will have to enter your email address to receive so that you can receive his/her score on the assessment. This score can help both the student and you determine the student's fit for online learning and what type of support you may need to provide for him/her. Please refer students to directions on the SCVSP website:
<http://scvspconnect.ed.sc.gov/index.php?q=technology-assessment>
4. Once the student registers in VSA and selects a course, you (the VLC) must login to VSA and approve the student's course request to complete registration.
5. When the course starts, the student will receive an introductory e-mail (**sent through VSA, not an external email**) from his/her virtual teacher with information on how to access the course. It is at this point that you should do an orientation to Moodle. (Information and tutorials on both are available on the SCVSP's website). As the course start date draws near, students should login to VSA and check their messages for important information from the teacher and SCVSP administrators.

Creating a Student VSA Account-Directions for Students

1. Go to <http://scvspconnect.ed.sc.gov>, Students tab, Apply Here. The entire application is online. It is **strongly** recommended by the SCVSP that the student create his or her own account, rather than the VLC creating the account for the student.
2. After clicking "Apply Here," the student is taken to the VSA account creation page.
3. The student should enter his/her SUNS ID, which for Adult EdAdult Education students should be the initials "AE" and the last four digits of their social security numbers. For example, the student would enter AE1234 as the SUNS number.
4. The student should enter all demographic and contact information. Please make sure the student understands that SCVSP teachers rely on this information in order to communicate with students. Ideally, a student should enter at least one "backup" telephone number where he/she can be reached. If the student's contact information ever changes, he/she should contact the SCVSP teacher for assistance in updating the contact information.
5. The student should then enter his/her school information. **It is vitally important that the student use the drop-down menus in VSA to associate with a school site.** If the student does not use the drop-down menus, the student will not be affiliated with the school site in the system. The student should use the defaults "US Student," then "South Carolina" for the state, then "Adult Education" for the District. After selecting Adult Education as the district, the student will be able to select the correct school site. If the school site is not listed in the drop down menu, the site should contact the SCVSP immediately. **DO NOT** use the "My Physical School is Not Listed" button.
6. After this step, the student's SCVSP username and password will be displayed on the screen. **The student should write his/her username and password down in a secure place that he/she will remember. It is imperative that student not lose their passwords. Recovering them, if lost, is not an easy process.**
7. Click the "Continue Admission" button.
8. The student should read the first screen regarding privacy policies.

Creating a Student VSA Account-Directions for Students-continued

9. The student must then enter guardian information. This process is required even for Adult Education students; however, he/she may enter himself/herself as the guardian.
10. After completing the guardian contact information, the student should click "Continue Admission."
11. The student will then update his/her Academic Profile information. An exact GPA is not important.
12. The student should click Continue Admission and click through the "I Agree" screens, reading each one carefully, as they are bound by these SCVSP policies.
13. The student is then ready to request courses.

How to Request SCVSP Courses

1. The student should go to <http://scvspconnect.ed.sc.gov> and click on Students, VSA Login. He/she will be taken to the following screen, where he/she should enter his/her username and password and then click the "Request New Courses" menu item on the left side of the page.

Figure 1-VSA Login

South Carolina Department of Education
Together, we can.

Welcome Adulted!

Selected Student:
Adulted Test

Help
Home Page
Dashboard
Student Records
Request New Courses
Course Request Form
Make Payment
Messages

Logout

Unless otherwise noted,
© 2004-2010 Florida Virtual School

Virtual School Administrator

Application Login

User Name
[Input Field]

Password
[Input Field]
(Passwords are Case Sensitive)

Remember Me? ☐

Login

New Student

Apply for Admissions Here

[Forgot your username or password?](#)

1. After clicking the "Request New Courses" menu item, the student will be taken to a page titled "Important Course Request Information." The student should read this information carefully, as it contains information they need to be aware of when taking an SCVSP course.
2. After reading the information, the student should click the button "I have read and understand" at the bottom of the page.
3. The student will then complete the course request process by completing the Course Selection Form and then selecting the subject area of the course he/she wants to take. To select a course, a student should click the "Select" button on the left side of the page next to the course he/she wishes to take.
4. After selecting a course, the student will have the option to request additional courses.

How to Request SCVSP Courses-continued

5. The student will complete a brief survey for each selected course. Please note that at the time of this document's publication, students are directed to choose a start date and a length of time (weeks) for each course. However, SCVSP courses have set start and end dates, so the information entered in these fields by the student is moot.
6. When finished, the Course Form Confirmation will appear. The student should click the print friendly button to print the document and give the document to you (VLC).

How to Approve SCVSP Courses for Students

1. Go to <http://scvspconnect.ed.sc.gov> and go to the Sponsors tab, Login here. This will take you to VSA. Enter your username and password.
2. Read any unread messages in VSA.
3. To approve students, click in the boxes that say "Guidance Approval" and "Parent/Guardian Approval." Then click the button that says "Update Guidance/Parent Guardian Approvals."

Figure 2-Guidance Dashboard for Approvals

Guidance and Parent/Guardian Approval													
Name	Grade Level	Graduation Date	Graduation Date	Virtual School	Course	Part	Preferred Date	Request Date	Guidance Approval	Approved By	Parent/Guardian Approval	Approved By	
Test, Fred	12	Spring 2011	6/30/2011 12:00:00 AM	South Carolina Virtual School Program	SCVS Algebra 1 CP	1	07-01-2010	06-21-2010	<input type="checkbox"/>		<input type="checkbox"/>		Drop Course Request
Test, Joe	12	Spring 2010	6/30/2010 12:00:00 AM	South Carolina Virtual School Program	SCVS Computer Applications CP	1	02-01-2010	01-08-2010	<input type="checkbox"/>		<input type="checkbox"/>		Drop Course Request
Test, Adulted	11	Spring 2012	6/30/2012 12:00:00 AM	South Carolina Virtual School Program	SCVS English 4 CP	1	08-01-2010	07-16-2010	<input type="checkbox"/>		<input type="checkbox"/>		Drop Course Request
Test, Fred	12	Spring 2011	6/30/2011 12:00:00 AM	South Carolina Virtual School Program	SCVS Statistics CP	1	06-16-2010	05-03-2010	<input type="checkbox"/>		<input type="checkbox"/>		Drop Course Request
Update Guidance/Parent/Guardian Approvals													

4. The student will disappear from your screen after you have made both approvals. Once both approvals are made, the course request is complete and will be received by the SCVSP.
5. Students are placed in classes as scheduled by the SCVSP. To check your students' placement status, you can look them up by doing a user search to find an individual student. Just type the student's name in the user search box on the left hand side of the page and click enter. The following screen will appear. You can see the student's status as indicated by the circled area on the figure below. You can also see the date the course was requested and approved as indicated by the red arrows. **A key to understand each status is indicated in Figure 7.**

How to Approve SCVSP Courses for Students-continued

Figure 3-Student Account in VSA

Adulted Test [Send Message](#) [View Progress Reports](#)

Primary Phone (803) 734-5126 Email wfairclo@ed.sc.gov Student ID AE1234 Gender Male Date of Birth 01/01/1985 Virtual School South Carolina Virtual School Program	District Beaufort Physical School SCVS Test School Phone (111) 222-3333 Graduation Date Spring, 2012 Grade Level 11	Parent/Guardian Adulted Test Primary Phone (803) 734-5126 Email
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Student Records
Cumulative Academic Report

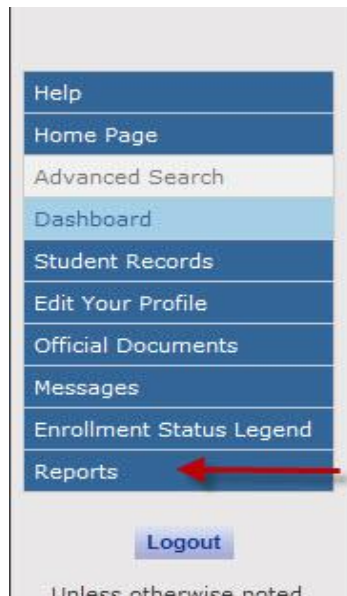
Course Requests

Select	Course Name	Virtual School Name	Segment	Course Code	Course Type	Status	Requested	Preferred Start	Parent/Guardian Approval	Guidance Approval
<input type="checkbox"/>	SCVS English 4 CP	SCVS	1	301400CW	Regular	CRC	07/16/2010	August 2010	07/16/2010	07/16/2010

[Select action] [Apply](#)

6. To see the status of a group of students, use the Reports tool in VSA.
A. Click the blue "Reports" button on the left side of the page.

Figure 4-Reports Feature



How to Approve SCVSP Courses for Students-continued

You will see the following options. Click on VS Student Details:

Figure 5-VSA Report Options

Enrollment Reports VS Student Details ← VS Student Info	Reports for Physical Schools PS Active Enrollment Summary PS Enrollment Summary By Dist./PS PS Enrollment Summary By Dist./PS/Course PS Most Dropped Course By Dist./PS PS Most Popular Course By Dist./PS PS Race Numbers By Dist./PS PS Race Numbers By Dist./PS/Course PS Senior Withdrawal PS Summary School VS PS Never Activated	Student Contact Information Student Contact Information
--	---	---

- B. After clicking on VS Student Details, the following screen will appear. Filter for the correct school year. Select the student statuses that you wish to view (see status key, **Figure 7**.) Click "Generate Report" and you will be able to pull up an Excel spreadsheet of your students. You can then filter the Excel spreadsheet to suit your needs. See next page:

Figure 6-VSA Report Filters

Virtual School Student Details

Student Virtual Schools: ☒ South Carolina Virtual School Program

Enrollment Virtual Schools: ☒ South Carolina Virtual School Program

State: South Carolina

District: Beaufort

Physical School: SCVS Test

Physical School Property: Public School

Subject: All

Course: All

Course Type: All

Course Part: All

School Year: 2009-2010

Supervisor: All


Enrollment Status:

<input type="checkbox"/> Course Requested	<input type="checkbox"/> Active	<input type="checkbox"/> Never Assigned
<input type="checkbox"/> Course Request Complete	<input type="checkbox"/> Withdrawn Failing	<input type="checkbox"/> Complete Failing
<input type="checkbox"/> Never Activated	<input type="checkbox"/> Withdrawn No Grade	<input type="checkbox"/> Contact Instructor
<input type="checkbox"/> Classroom Assigned	<input type="checkbox"/> Complete	

Select a format: Excel

[Generate Report](#)

Figure 7- SCVSP Enrollment Status Key

<div>  <div> South Carolina Virtual School Program VSA Student Status Definitions </div> </div>		
Login to your Virtual School Administrator account through the SCVSP web page . Check your student status to see where you are in the enrollment process.		
Status	Symbol	What it means...
Course Requested	CR	Student has requested a course; more information is needed. Student needs one or both guidance/guardian approval(s).
Course Request Complete	CRC	Student, sponsor, and guardian have done all they can do; student is waiting for the next available classroom. The student will automatically move into the next available class based on first come/first served basis.
Course Request Incomplete	CRI	Student is missing enrollment approval(s) and has moved out of the registration progress; student must request from SCVSP to be moved back to CR status to continue through the registration process. Student may have realized they signed up for the wrong course, been able to take the class at their local school, etc.
Classroom Assigned	CA	Student has been assigned to a classroom; they made it in! Student is waiting on activation by teacher. This will happen the day before or the day class is scheduled to begin. Check the Dates and Deadlines Matrix on our web page.
Active	A	Student is active in a classroom. Student must communicate with their teacher weekly and turn in assignments weekly to remain active in the course.
Withdraw Failing	WF	Student stayed active in the course beyond the 10 day drop period. Student has stopped working and communicating in the course and has received a WF.
Withdraw No Grade	WNG	Student has been withdrawn from the course with no grade recorded. They requested to be dropped within the 10 day drop period.
Complete	C	Student has completed the course. A grade has been issued.
Complete Failing	CF	Student has completed the course. A grade of below 70 has been issued.
Contact Instructor	CI	Student has been moved to contact instructor status. Student may not do any more work in the course until they contact their instructor. Very serious status. If student does not contact their instructor in the next 72 hours, they will be dropped from the course.
Never Activated	Nac	Student was assigned to a classroom, but never activated by the instructor. This usually happens when the instructor calls the student and realizes they have signed up for the wrong course or wrong enrollment session.
Never Assigned	Nas	Student dropped the course request before they were assigned to a classroom. This happens when a student realizes they signed up for the wrong course or enrollment period before they were assigned to a classroom.

How to View Progress Reports in VSA

1. Login to VSA at <http://scvspconnect.ed.sc.gov> Sponsor tab, Login Here.
2. Search for the student by last name in the upper left-hand side.
3. Click on the student's name in the list of search results.
4. At the top of the page, click on the blue button labeled "View Progress Reports" to display the reports for the student.
5. This will list dates for reports, percent complete, grades, etc.
6. Progress reports are completed by the teacher on the 1st and 15th of each month and will be available anytime after those dates.

How to Check Student Contact Hours in SCVSP Courses

For the purposes of NRS reporting, all SCVSP courses are considered distance education. Students receiving these distance education services are classified as distance learners if more than 50% of their contact hours are spent learning at a distance from their teacher. These proxy contact hours of time spent on distance learning activities must be reported as distance learning hours.

The SCVSP uses the **Moodle** LMS (Learning Management System) to offer courses. The only courses offered in **PLATO** are the non-credit HSAP review courses.

Moodle courses do not record student time on task. SCVSP teachers have assigned minimum proxy hours spent on coursework according to the final grade the student receives in the course; however, if the student completes the course at the Adult Education site, additional proxy hours may be verified by attendance rosters. The VLC should use the following guidelines for reporting minimum proxy contact hours and then add other proxy hours as directed:

Grade A – 150 hours

Grade B – 120 hours

Grade C – 90 hours

Grade D – 60 hours

Grade F – 30 hours

Please see the next page for instructions on checking PLATO time on task for the HSAP courses.

PLATO: Instructions for Checking Student Contact Hours

In the new version of PLATO (PLE 2.0), rather than checking time per month, you will only be able to check total time in a course. Listed below are the steps you should follow:

Figure 8-PLATO Student Hours

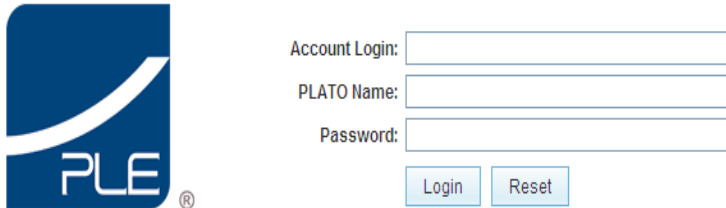
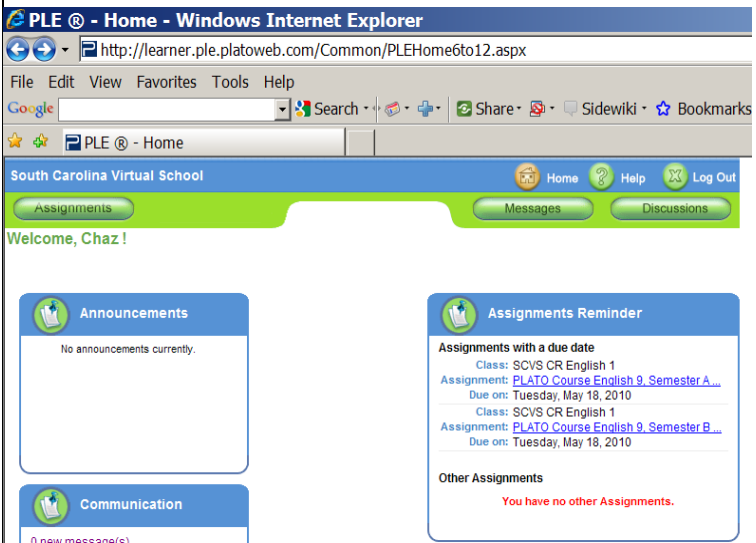
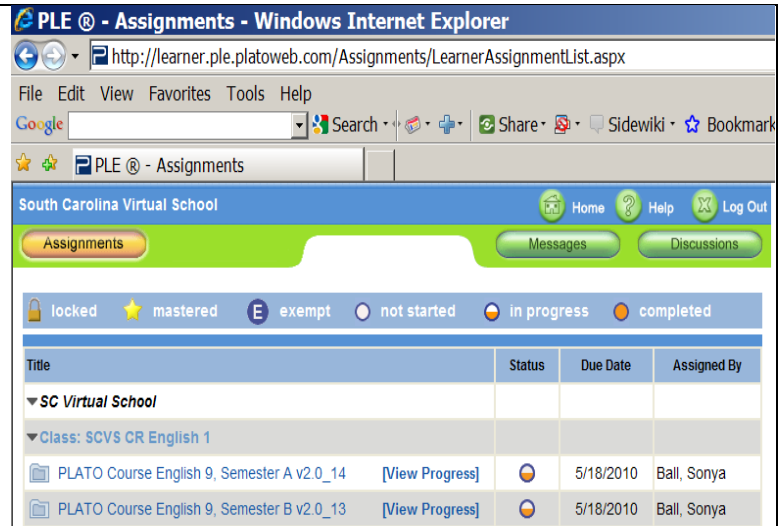
<p>Step 1:</p> <p>Log in to PLATO</p> <p>Account: scdoe</p> <p>Username: lastnamefirstname (no spaces)</p> <p>Password: last name</p>	
<p>Step 2:</p> <p>You will come to the Home Screen, click on "Assignments" in the Upper Left corner.</p>	

Figure 9-PLATO Student Hours-continued

Step 3:

After clicking, "Assignments," you will come to the Assignments Screen. Click the "View Progress" link next to the Course for which you wish to get information.



Step 4:

Once you have clicked "View Progress," you will come to the "PLATO Learner Report." This screen will provide you with: Time-on-Task, Dates Used, Completion Level and Mastery.

Title	Completion	Exemption	Mastery	Completion Date	Tries	First Use Date	Last Use Date	Time On Task (HH:MM:SS)	Score
PLATO Course English 9, Semester A v2.0	100%		100%	02/10/2010	66	02/10/2010	02/10/2010	09:18:15	...
Unit 1 - [blacked out]	100%		100%	02/10/2010	17	02/10/2010	02/10/2010	02:46:02	...
Unit 2 - [blacked out]	100%		100%	02/22/2010	15	02/22/2010	02/22/2010	01:48:54	...
Unit 3 - [blacked out]	100%		100%	02/23/2010	5	02/23/2010	02/23/2010	01:12:36	...
Unit 4 - [blacked out]	100%		100%	02/25/2010	13	02/25/2010	02/25/2010	01:08:35	...
Unit 5 - [blacked out]	100%		100%	02/25/2010	15	02/25/2010	02/25/2010	01:48:49	...
End of Semester Test - English 9A	100%		100%	03/01/2010	1	03/01/2010	03/01/2010	00:33:19	78%
Version 2.1, Copyright 2006					0			00:00:00	

* Courses and Name intentionally blacked out.

How to Drop Students from SCVSP Courses

It is the VLC's responsibility to drop a student from a course using the official Student Withdraw/Drop Form found on the SCVSP website. Be sure to choose "" as the District in the drop down menu. The program may or may not be listed as a school; if it is not, check the box that says "School Not Listed." The drop form is located at <http://scvspconnect.ed.sc.gov> under Sponsors, Forms, Withdraw/Drop form.

Effective in September 2010, students will have the same grace period as all SCVSP students. This grace period is 10 school days (weekends not included) from the start date of the course. Students should monitor the SCVSP Dates and Deadlines Matrix on the <http://scvspconnect.ed.sc.gov> website for the last day to Withdraw No Grade. **In addition, they should work consistently during the first 10 days of class and meet all deadlines to avoid being withdrawn by the SCVSP teacher for non-participation.** This shorter deadline will allow students to quickly make a determination whether the SCVSP course will work effectively for them.

Inactive students should be dropped at any point in the course, when it is apparent the student will not finish the course; however, after the 10-day grace period, the student will receive the grade he/she has earned in the course. The grade may be Withdrawn Failing (WF). Each Adult Education program must check with its school district to determine what grade value is assigned to WF, and once determined, that grade should be placed on the student transcript.

End-of-Course Examination Procedures

The state mandates, per the End-of-Course Evaluation Program (EOCEP), that any student enrolled in the following courses take an exam at the end of each course: Algebra 1, English 1, Biology 1, Physical Science and US History and Constitution. VLCs should work with their district testing coordinators to arrange for the administration of these exams.



Once the SCVSP transcript is received, it is the VLC's responsibility to average the course grade with the EOCEP grade to determine a final grade.

The grade the student earned in his/her course counts 80% and the EOCEP exam grade counts 20%. The EOCEP exam grade should be recorded in writing on (added to) the SCVSP Official Transcript (Final Grade Report).

How to Obtain an Official Transcript (Final Grade Report)

1. Login at <http://scvspconnect.ed.sc.gov> Sponsors tab, Login Here with your counselor username and password.
2. Once logged in, click on the button labeled "Official Documents" on the left hand side.
3. On the first page you will see displayed all of the new transcripts that have been submitted.
4. Transcripts are not available until the teacher has finalized the grade report in VSA. If you are unable to view a transcript in the Official Document area, please check back as the grade may not have been finalized by the instructor.
5. The Official Transcript is called a Final Grade Report. Please see an example on the next page.

Figure 10- SCVSP Final Grade Report

			
Issue Date: 02/17/2010			
The School Counselor(s) for Fred Test abc 123 test, SC 32323 US			
FINAL GRADE REPORT			
Student:	Fred Test	Servicing Virtual School:	South Carolina Virtual School Program
Course:	SCVS Computer Applications CP	Virtual School Code:	
Course Code:	500800CH	Virtual School Student #:	7100462177
Course Type	Regular	Instructor:	Meredith Holcombe Bell
Final Grade:	WF	District Student Number:	1234
Numeric Grade:		Date of Birth:	08/13/1955
Credits Earned:	0.0000	District:	Beaufort
Term	1	School:	SCVS Test
School Year:	2009-2010	Grade Level:	11
<p>This is to report the student's final grade for the above course. This grade should be included on the student's official transcript. Please note: If this course requires an EOCE, the final grade will need to be re-calculated to include the EOCE as 20% of the student's overall average for this course. If you have questions, please contact (in this order) your school's counselor, SCVSP teacher, and then finally, if necessary, SCVSP Program Manager. Thank you. Tracy Sanders, SCVSP Technical Program Manager 864-638-8723</p> 			
1BBB6B995E9E3D52B6123FC3DABA3FEBF20DF7724B4661A6			

SCVSP in Adult Education Programs-Important Reminders

1. Each Adult Education program serves as a sponsor and is assigned ONE administrative log-in. While the password for this account may be changed, the log-in for the account should remain the same. If assistance is needed with the Administrator log-in, please contact Terry Fetner.
2. When a new VLC is hired, his/her contact information MUST be emailed to Terry Fetner so the information can be changed on the administrative account.
3. When logged-on as Administrators, the VLCs must register as Guidance Counselors. Students will then select the Guidance Counselor (VLC) in order to be included in email on VSA.
4. Other teachers may be added as counselors, but the VLC should maintain oversight of the students being approved for virtual courses to assure that the students have the potential to be successful online learners.
5. **Even if an Adult Education program is NOT participating in SCVSP, the VLC should log-in to VSA on at least once a month to check for SCVSP updates. Messages will be on the dashboard after logging in.**
6. If students reset their passwords, they cannot use "underscore." It is also important that students know that when their password is reset in VSA it will automatically change their password in Moodle if they are taking a Moodle course; however, it WILL NOT change their password in PLATO.
7. Course availability is posted on the eLearning website at <http://scvspconnect.ed.sc.gov> under the Course Information tab. All courses are available on a first-come, first-served basis (based on fully completed registrations including online course requests and both guardian and guidance approvals being complete.)
8. For the 2010-2011 school year, the SCVSP is not offering traditional "Credit or Content Recovery" courses using the Plato platform. If a student wishes to recover content, he/she will have to retake the initial credit (CP) course he/she failed.
9. Students who wish to take an initial credit course with the SCVSP will have to enroll in a College Preparatory (CP) course using the Moodle platform. The only courses available in PLATO are the non-credit HSAP review courses.
10. Students may need long-distance telephone access to contact teachers. SCVSP instructors have several methods of keeping in touch with students. While email through VSA is the primary form of communication, teachers are also available by telephone.

SCVSP in Adult Education Programs-Important Reminders-continued

- 11.** Communication is an essential part of the SCVSP and requires commitment from the student. Below are some communication tips that should be shared with students to keep them on the right track:
- The SCVSP instructor will call all students to welcome them to the class and give them important course information. It is essential that the students supply the correct phone number when registering in VSA, or they will not receive this call.
 - It is VERY important to remind students to check their messages in VSA at least one time per day as this is where all instructors and SCVSP administrators send updates, messages, and information on a regular basis. To check the Messages area in VSA, the student will login to his/her VSA account using his/her student username and password. Once logged in, the student will click on the button that says "Messages" on the left hand side to be taken to his/her inbox to view any new messages. Also, if a student has new messages, a link will appear just above the menu on the left-hand side that says "You have 1 New Message." The students can click on this as well to be taken to the inbox to read the new messages.
 - If the student is having a problem, he/she needs to contact the instructor immediately so that the problem can be resolved. The SCVSP Instructor will have his/her office hours and contact information posted in Moodle and will send this information to the student at the beginning of the course.
 - If an instructor is unreachable or if you have a problem that does not deal with a specific class, below are some additional contacts:

Wendy Faircloth, Student Services/Adult Education Coordinator
South Carolina Virtual School Program
(803) 734-5126
wfairclo@ed.sc.gov

Allison Hodge, Administrative Assistant
South Carolina Virtual School Program
(803) 734-8039
ahodge@ed.sc.gov

HSAP Learning Path General Guidelines

- The SC HSAP Learning Paths are PLATO computer-assisted curricula available to all Adult Education students through enrollment in SCVSP.
- They do not require a TABE Reading score of 9.0.
- They do not require a student contract.
- New students are added every Tuesday.
- Because they provide computer-assisted instruction, once enrolled, a student can continue working on the curriculum until he/she no longer needs it. The student will not be dropped until you let SCVSP know to do so. Email Jonathan Rauh (wjrauh@ed.sc.gov) to drop a student.
 - Use the same SCVSP registration procedures for requesting **SCVS HSAP Review, which is now one course found in VSA under the category "Test Preparation."**
- Once a student is approved for the course, following the weekly (Tuesday) upload, access to the HSAP curriculum is gained through the PLATO Login found on the SCVSP webpage in the Student tab.
- Each PLATO lesson has a tutorial, an application, and a mastery test. Assign lessons based on the student's failed HSAP test results.
- Students work through lessons as assigned. If a student fails a lesson mastery test, he/she must go back through the application and tutorial before he/she can take the test again. Mastery is set at 80%, so the student can score 80% - 100%.

SC HSAP Mathematics Learning Path

A. *Number and Operations*

1. Using the Identity Property of Addition
2. Using the Commutative Property of Addition
3. Using the Associative Property of Addition
4. Solving Addition and Subtraction Story Problems
5. Using the Identity Property of Multiplication
6. Using the Commutative Property of Multiplication
7. Using the Associative Property of Multiplication
8. Using the Distributive Property of Multiplication Over Addition
9. Identifying Multiples
10. Finding Common Multiples and the Least Common Multiple
11. Solving Multiplication Story Problems
12. Solving Division Story Problems
13. Working with Common Denominators and the Least Common Denominator
14. Comparing Fractions
15. Ordering Fractions
16. Solving Fraction Story Problems
17. Understanding Ration
18. Equivalent Ratios
19. Understanding Proportion
20. Solving Proportions
21. Solving Ratio Proportion and Percent Story Problems
22. Exponents: Exponential Form
23. Exponents: Expanded Form
24. Square Roots of Perfect Squares
25. Square Roots of Imperfect Squares
26. Order of Operations
27. Linear Equations in 1 Variable: Solving by Inspection
28. Linear Equations in 1 Variable: Isolating the Variable
29. Linear Inequalities in 1 Variable, Part 1
30. Linear Inequalities in 1 Variable, Part 2
31. Converting Percents Less than 1% to Decimals
32. Converting a Decimal to a Fraction of a Percent
33. Converting Percents Greater than 100% to Decimals
34. Converting a Number Greater than 1 to a Percent
35. Estimation Basics
36. Scaling and Proportion, Part 1
37. Scaling and Proportion, Part 2
38. Additive Inverse of an Integer
39. Integer Sum
40. Integer Difference
41. Integer Product
42. Integer Quotient
43. Adding Fractions
44. Subtracting Fractions

(Numbers and Operations continued)

- 45. Multiplicative Inverse of a Fraction
- 46. Product of Fractions
- 47. Quotient of Fractions
- 48. Positive and Negative Exponents
- 49. Square Roots of Integers

B.. Algebra

- 1. Exponents: Product Rule
- 2. Exponents: Power Rule
- 3. Ordered Pairs as Solutions of Linear Equations
- 4. Graphing Linear Equations in 2 Variables
- 5. Solving and Graphing Systems of Equations
- 6. Solving Problems with Systems of Linear Equations
- 7. Patterns and Sequences
- 8. Functions
- 9. Describing Functions with Equations, Tables and Graphs
- 10. Linear Patterns
- 11. Graphs, Slopes and y-Intercepts
- 12. Equations, Graphs, Slopes and y-Intercepts
- 13. Interpreting Graphs to Solve Problems
- 14. Classifying Polynomials
- 15. Additive Inverse of a Monomial
- 16. Monomial Sum
- 17. Monomial Difference
- 18. Monomial Product
- 19. Monomial Quotient
- 20. Binomial Sum
- 21. Additive Inverse of a Binomial
- 22. Binomial Difference
- 23. Value of a Polynomial
- 24. Polynomial Sum
- 25. Polynomial Difference
- 26. Product of a Monomial and Polynomial
- 27. Simplifying Polynomial Expressions
- 28. Product of Polynomials
- 29. Quotient of a Monomial and Polynomial
- 30. Quotient of a Binomial and Polynomial
- 31. More Difficult Linear Equations in 1 Variable
- 32. Absolute Value of a Number
- 33. Equations with Absolute Values
- 34. Solving and Graphing Equations in 1 Variable
- 35. Solving Problems with Linear Equations in 1 Variable
- 36. Linear Inequalities in 1 Variable, Part 1
- 37. Linear Inequalities in 1 Variable, Part 2
- 38. Linear Inequalities in 1 Variable, Part 3
- 39. Solving Simple Quadratic Equations

(Algebra continued)

40. Quadratic Formula
41. The y-Intercept of a Line
42. Using the Slope and y-Intercept to Graph a Line
43. Finding the Slope and y-Intercept from an Equation
44. Writing Equations in Slope-Intercept Form
45. Identifying Graphs from their Equations
46. Solving Linear Systems of Equations: Graphs
47. Classifying Linear Systems
48. Solving Linear Systems of Inequalities: Graphs
49. Solving Linear Systems of Equations: Substitution
50. Solving Linear Systems of Equations: Addition
51. Solving Linear Systems of Equations: Matrices 1
52. Solving Linear Systems of Equations: Matrices 2
53. Solving Problems with Linear Systems
54. Review: Linear Systems
55. Rules for Exponents and Radicals
56. Rationalizing the Denominator in Rational Expressions
57. Applying Rules for Exponents and Radicals
58. Simplifying Algebraic Expressions
59. Multiplying Algebraic Expressions
60. Parabola and Its Intercepts
61. Parabola and Its Vertex
62. Ellipse
63. Hyperbola
64. Equations of Ellipses and Hyperbolas
65. Defining a Function with Its Rule
66. Finding Values of a Function Using Its Rule
67. Equations and Graphs of Functions, Part 1
68. Equations and Graphs of Functions, Part 2

C. *Measurement and Geometry*

1. Area: Counting Square Units
2. Calculating the Area of Rectangles and Squares
3. Calculating the Area of Triangles
4. Calculating the Volume of a Rectangular Prism
5. Measuring Length: Metric Units
6. Measuring Length: Customary Units
7. Telling Time to the Minute
8. Measuring Temperature: Fahrenheit
9. Measuring Temperature: Celsius
10. Solving Measurement Story Problems
11. Slope of a Line from 2 Points
12. Special Angles, Part 1
13. Special Angles, Part 2
14. Circles, Arcs, and Circumferences
15. The Pythagorean Theorem 1

(Measurement and Geometry)

16. Using Geometry
17. Metric Measurement
18. Area, Part 1
19. Area Part 2
20. Volume
21. Using Measurement
22. Congruent Angles
23. Supplementary and Complementary Angles
24. Two of a Kind
25. Congruent Triangles, Part 1
26. Congruent Triangles, Part 2
27. Congruent Triangle Problems
28. Angles in Pairs
29. Transitive Properties of Lines
30. The Sum of the Angles in a Triangle
31. The Pythagorean Theorem 2
32. Solving Right Triangle Problems
33. 30-60 Degree Right Triangles
34. Proportionality
35. A Sense of Proportion
36. Not Everything is Created Equal
37. Introduction to Polygons
38. Summing Up Angles
39. Angles in Regular Polygons
40. Parallelograms, Part 1
41. Parallelograms, Part 2
42. Rhombuses and Trapezoids
43. Symmetry
44. Translations
45. Rotations
46. Area of Right Triangles and Parallelograms
47. Area of Any Triangle
48. Area of Trapezoids and Rhombuses
49. Theorems Related to Circles
50. Measuring Circumference
51. The Area of Circles
52. Prisms
53. Area and Volume of Cylinders
54. Area and volume of Cones
55. The Distance Formula
56. Slope
57. Coordinates in Three Dimensions

D. *Data Analysis and Probability*

1. Mean, Median, and Mode
2. Probability and Possible Outcomes

(*Data Analysis and Probability*)

3. Probability of an Event
4. Solving Problems with Percents
5. Solving Problems with Mean, Median, and Mode
6. Solving Problems with Probability
7. Chance Experiments and Probability
8. Determining the Probability of an Event
9. Multiplication Principle of Counting
10. Review: Probability
11. Reading Pie Charts
12. Reading Line Graphs
13. Reading Bar Graphs
14. Graphing and Charting
15. Using Line Graphs
16. Using Bar Graphs
17. Using Pie Charts
18. Using Histograms
19. Reading Histograms
20. Constructing Graphs and Charts
21. Charting and Graphing

E. *Integrated Response Questions*

1. Building a Highway: Math Fundamentals: Math Problem Solving
2. Smart Shopping: Math Fundamentals: Math Problem Solving
3. Car Costs: Math Fundamentals: Math Problem Solving
4. Running a Business: Math Fundamentals: Math Problem Solving
5. Planning a Playground: Data Skills: Math Problem Solving
6. Growing Lilies: Data Skills: Math Problem Solving
7. Plan for a Fishing Trip: Beginning Algebra: Math Problem Solving
8. Tunnel Through Bald Mountain: Beginning Algebra: Math Problem Solving
9. Bean Counting: Beginning Algebra: Math Problem Solving
10. Video Rental: Intermediate Algebra: Math Problem Solving
11. Running a Race: Intermediate Algebra: Math Problem Solving
12. Car Rental: Advanced Algebra: Math Problem Solving
13. Building Boats: Advanced Algebra: Math Problem Solving
14. Saving the Birds: Advanced Algebra: Math Problem Solving
15. Planning a Park: Geometry and Measurement: Math Problem Solving
16. Shelf Space: Geometry and Measurement: Math Problem Solving
17. The Fund Raiser: Probability and Statistics: Math Problem Solving
18. Making the Grade: Probability and Statistics: Math Problem Solving
19. Statistics for quality: Probability and Statistics: Math Problem Solving

SC HSAP English Language Arts Learning Path

A. *Reading*

- | | | |
|-----------|------------|--|
| WS | 1. | Being a Word Detective |
| RC | 2. | Finding Main Ideas 1 |
| RC | 3. | Finding Main Ideas 2 |
| RC | 4. | What Happens Next? |
| AT | 5. | Finding What You Need |
| RC | 6. | Drawing Conclusions |
| RC | 7. | Working with Order |
| AT | 8. | Finding Causes and Effects |
| AT | 9. | Finding What's Similar and What's Different |
| AT | 10. | Finding Facts and Opinions |
| RC | 11. | Using Context Clues |
| RC | 12. | Using Prefix Clues |
| RC | 13. | Using the Dictionary |
| RC | 14. | Using What You Know to Read Stories |
| RC | 15. | Using What You Know to Read Information |
| RC | 16. | Using What You Know to Read More Information |
| RC | 17. | Asking and Answering Questions about Stories |
| RC | 18. | Asking and Answering Questions about Information |
| RC | 19. | Asking and Answering Questions about More Information |
| RC | 20. | Reading Between the Lines in Stories |
| RC | 21. | Reading Between the Lines in Information |
| RC | 22. | Reading Between the Lines in More Information |
| AT | 23. | Finding What's Important in Stories |
| AT | 24. | Finding What's Important in Information |
| AT | 25. | Finding What's Important in More Information |
| RC | 26. | Summarizing Stories |
| RC | 27. | Summarizing Information |
| RC | 28. | Summarizing More Information |
| RC | 29. | Using Pictures to Help You Understand Information |
| RC | 30. | Using Pictures to Help You Understand More Information |
| RC | 31. | Picturing What You Read When You Read Stories |
| RC | 32. | Picturing What You Read When You Read Information |
| RC | 33. | Tracking Your Understanding of Stories |
| RC | 34. | Tracking Your Understanding of Information |
| RC | 35. | Tracking Your Understanding of More Information |
| WS | 36. | Using Context Clues to Find Word Meanings |
| WS | 37. | Using Prefix Clues to Find Word Meanings |
| WS | 38. | Using the dictionary to Find Word Meanings |
| RC | 39. | Using Prior Knowledge to Read Literature |
| RC | 40. | Using Prior Knowledge to Read Expository Text |
| RC | 41. | Using Prior Knowledge to Read More Expository Text |
| RC | 42. | Using a Question/Answer Strategy with Literature |
| RC | 43. | Using a Question/Answer Strategy with Expository Text |
| RC | 44. | Using a Question/Answer Strategy with More Expository Text |

RC – Reading Process and Comprehension

AT – Analysis of Text

WS – Word Study and Analysis

(Reading continued)

RC	45.	Making Inferences About Literature
RC	46.	Making Inferences About Expository Text
RC	47.	Making Inferences About More Expository Text
AT	48.	Locating What's Important in Literature
AT	49.	Locating What's Important in Expository Text
AT	50.	Locating What's Important in More Expository Text
RC	51.	Summarizing What's Important in Literature
RC	52.	Summarizing What's Important in Expository Text
RC	53.	Summarizing What's Important in More Expository Text
RC	54.	Using Graphics to help You Understand Expository Text
RC	55.	Using Graphics to Help You Understand More Expository Text
RC	56.	Visualizing When You Read Literature
RC	57.	Visualizing When You Read Expository Text
RC	58.	Monitoring Your Comprehension of Literature
RC	59.	Monitoring Your Comprehension of Expository Text
RC	60.	Monitoring Your Comprehension of More Expository Text
RC	61.	Asking Questions
AT	62.	Finding Answers
RC	63.	Preparing for Review
RC	64.	Putting it Together
WS	65.	Building Your Vocabulary
AT	66.	Reading to Remember
RC	67.	Doing Your Best on Reading Tests
WS	68.	Building Your Social Sciences Vocabulary
RC	69.	Understanding the Social Sciences
AT	70.	A Strategy for Reading Social Sciences
WS	71.	Building Your Literature Vocabulary
RC	72.	Understanding Literature
AT	73.	A Strategy for Reading Literature
WS	74.	Building Your History Vocabulary
RC	75.	Understanding History
AT	76.	A Strategy for Reading History
WS	77.	Building Your Science Vocabulary
RC	78.	Understanding Science
AT	79.	A Strategy for Reading Science
WS	80.	Vocabulary and Reading Literature, Level 7
WS	81.	Vocabulary and Reading Literature, Level 8
WS	82.	Vocabulary and Reading Literature, Level 9
WS	83.	Vocabulary and Reading Expository Text, Level 7
WS	84.	Vocabulary and Reading Expository Text, Level 8
WS	85.	Vocabulary and Reading Expository Text, Level 9
RC	86.	Using a Table of Contents
WS	87.	Using Alphabetical Order to Find Words
RC	88.	Using a Glossary
RC	89.	Using an Index
RC	90.	Finding What You Need in a Book
AT	91.	Locating the Details

(Reading continued)

RC	92.	Reading Symbols
RC	93.	Using a Key or a Legend
AT	94.	A Strategy for Reading Reference Material
RC	95.	Introduction to Reports
AT	96.	Cause and Effect in Reports
AT	97.	Similarities in Reports
RC	98.	Planning Your Approach to Reports
RC	99.	Reading Reports That Make Claims
RC	100.	Paraphrasing
RC	101.	Summarizing a Report
AT	102.	A Strategy for Reading Reports

B. Writing

1. Writing Business Forms
2. Writing Notes and Short Memos
3. Writing Directions
4. Writing Business Letters
5. Writing Meeting Documents
6. Writing Reports
7. Pronoun and Antecedent Agreement
8. Subject and Verb Agreement
9. Spelling Rules
10. More Spelling Rules
11. Commas
12. Semicolons, Colons, Dashes, Hyphens, and Quotation Marks
13. Capitalization
14. Confusing Words
15. Sentence Fragments
16. Run-on Sentences
17. Misplaced Modifiers
18. Order of Sentences in Paragraphs
19. The Writing Process
20. Thinking About Audience
21. Choosing Words Carefully
22. Mapping Ideas
23. Varying Your Sentences
24. Freewriting
25. Capitalizing Titles of People
26. Capitalizing Names of Places and Events
27. Proving Your Arguments with Evidence
28. Capitalizing in Words in Quotations
29. Using "Their" and "His" as Pronouns
30. Fixing Misplaced Modifiers
31. Using Commas in Sentences with "Or," "And," or "But"
32. Fixing Sentence Fragments - Prepositional Phrases
33. Capitalizing Proper Nouns and Modifiers

(Writing continued)

34. Combining Sentences to Make Your Writing Interesting
35. Supporting Your Arguments With The Right Evidence
36. Planning a Sequence of Ideas
37. Determining What Your Audience Knows
38. Using “Each” and “Every” with Singular Verbs
39. Matching “Or” and “Nor” with Verb Forms
40. Splitting Fused Run-ons
41. Choosing It’s/Its’, Accept/Except, and Than/Then
42. Keeping Past Tense Verbs Consistent
43. Using Singular Verbs with Collective Subjects
44. Using Singular Verbs with Some Plural Phrases
45. Avoiding Run-ons with Commas
46. Correcting Sentence Fragments-Verb Phrases
47. Choosing Affect/Effect, You’re/Your, and Loose/Lose
48. Fixing Modifier – Subject Mismatches
49. Adding Commas to Indicate Nonessential Information
50. Separating Run-ons Joined by Transitions
51. Using Capital Letters with Split Quotations
52. Anticipating Counterarguments
53. Writing Precisely
54. Identifying and Rewriting Inflated Language
55. Using Indirect Evidence
56. Writing for Tests
57. Supporting Arguments with Additional Evidence
58. Varying Your Sentence Structures
59. Using “So” Correctly in Sentences
60. Using Linking Words with Parallel Structures
61. Correcting Sentence Fragments – Subordinate Clauses
62. Capitalizing Scientific and Computer Terms

C. *Research*

1. Going Deeper with Your Research
2. Giving Credit
3. Taking Notes
4. Asking Research Questions
5. Citing Information Sources
6. Balancing Research with Original Ideas
7. Planning a Sequence of Ideas
8. Devising a Research Plan
9. Evaluating Information